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JUL 1973

MEMORANDUM FOR: Acting Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
20 July 1973

1. Minority Recruitment: On 25 July 1973 the Acting Deputy Director for Recruitment and Placement will brief Mr. Harris Rollins, coordinator for the co-op program at Grambling College, a black school, on our co-op program.
2. DDO Staffing Complement Changes: The staffing complement changes required to establish the new DDO staffs have been processed. Included are deletion of NOCAD and transfer of positions to the Divisions, and establishment of SAC/DDO, Services Staff, Operations Staff, CI Ops, and Plans Staff.
3. FY 1974 Staffing Complement for FRD: The FY 1974 staffing complement for FRD has been completed and issued.
4. Position Management--Office of Communications: Phase I ceiling reduction is being processed for the Office of Communications. A meeting was held with OPPB to discuss transfer of OC Special Programs Division to DDO, [REDACTED]. A meeting was also held with the OC Program Officer to discuss projected changes in organizational structure, realignment of positions and proposed grade structure for [REDACTED] Station.
5. DDI Surveys:
 - a. In the DDI Admin Support survey, auditing has been completed of OSR Planning Staff, OSR Admin Staff and OER Admin Staff.
 - b. In the survey of OSR, auditing has been completed in Military Economic Planning and Strategic Evaluation Branches.

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6. Rehired Civilian Annuitants--Semi-Annual Report: The latest semi-annual report on rehired civilian annuitants cut off as of close of business 30 June 1973. In that report we listed, by separate attachment, an additional 37 cases that were "pending" but whose effective date would be on or after 1 July 1973. Seventeen of the pending cases have now been completed and are on Agency roles. The remaining 20 have all been approved but their contracts are still outstanding.

7. Insurance: Six of the eight individuals who are changing payrolls at [REDACTED] were counseled by the Chief, Insurance Branch this week. The other two who were on annual leave will be counseled by local representatives next week.

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8. External Employment:

a. The District Manager of Sun Life Insurance, one of the top seven internationally, visited the External Employment Assistance Branch and spoke on the sales field generally and why they want former Agency employees in their business. He responded favorably to speaking at either or both the Retirement Seminar and a proposed Job Opportunities--Second Career Seminar.

b. 332 employees have consulted the External Employment Assistance Branch from 1 March 1973 to date. The breakdown is as follows:

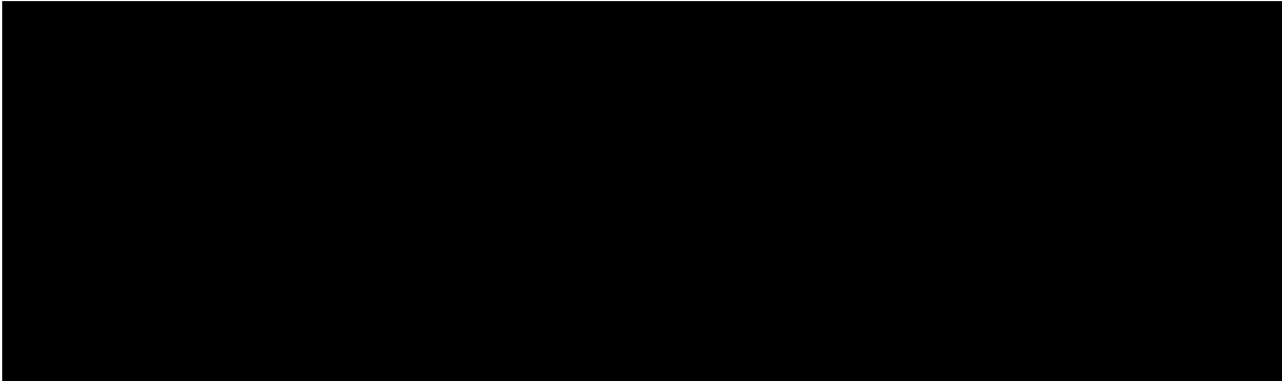
Number of Employees Contacting EEAB	332
Requested Resumes Only	20
Requested Federal Gov't Only	32
Requested Non-Federal Gov't Only	176
No Preference	104
Progress Thus Far	
Requested No Action until Fall 1973	26
Resumes Only Supplied	19
Expressed No Further Interest	56
Preparing Resume, SAE, etc.	72
Total Active Cases	159
Obtained Jobs	42

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9. Personnel Approaches Study Group: An interim reply for the Personnel Approaches Study Group to send to the CIA Management Committee has been prepared. The report contains highlights of its findings to date and recommends approval of specified goals and concepts as the basis for continued study.

10. President's Executive Interchange Program: On 17 July 1973 representatives from the Offices of Personnel and Training attended a meeting at the Civil Service Commission concerning the President's Executive Interchange Program. Mr. Cadell of the President's Commission on Personnel Interchange briefed them on the program which involves the assignment of Government personnel to private industry and private industry personnel to the Government for periods not exceeding one year.



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Coming Events

1. We will talk to Army Personnel next week about its personnel program and will prepare a summation of personnel operations in the Department of State.

2. We will meet with DDO representatives to brief them on the APP prior to their undertaking the project within their area.

/s/ John F. Blake

John F. Blake
Director of Personnel

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